

Graduate Registration Guidelines

Add/Drop Dates

Summer 2025

ADD					
	1 week course	2-3 week course	4-7 week course	8-13 week course	14+ week course
Complete an Add/Drop form with student signature , and return to the Office of the Registrar.	Before first class meeting		Before second class meeting		
Complete an Add/Drop form with instructor , and student signatures , and return to the Office of the Registrar.	Before second meeting	Before third meeting	By second Friday of course		By fourth Friday of course
Complete a Late Add form with instructor , program director , and student signatures , and return to the Office of the Registrar.	After second meeting	After third meeting	After second Friday of course		After fourth Friday of course

DROP					
	1 week course	2-3 week course	4-7 week course	8-13 week course	14+ week course
Complete an Add/Drop form with student signature , and return to the Office of the Registrar.	Before second class meeting	Before third class meeting	By second Friday of course		By fourth Friday of course
Complete a Course Withdrawal form with instructor , and student signatures , and return to the Office of the Registrar. <i>A W grade will appear on your transcript.</i>	Before third meeting	Before fourth meeting	By third Friday of course	By fourth Friday of course	By eighth Friday of course
Complete a Course Withdrawal form with instructor , program director , and student signatures , and return to the Office of the Registrar. <i>A W grade will appear on your transcript.</i>	After third meeting	After fourth meeting	After third Friday of course	After fourth Friday of course	After eighth Friday of course

SSW Graduate students should refer to the [student handbook](#) for program-specific guidelines.

If consent is needed, the course is closed, or you don't have the prerequisites, the instructor can email consent@simmons.edu OR you can have them sign an [Add/Drop form](#) and return it to the Registrar's Office.

For questions regarding billing, refunds, or financial aid, please contact Student Financial Services at 617-521-2001 or sfs@simmons.edu.